# Macromedia Contribute Instructions for Writers
Draft Instructions
**Provided by ITSD-DNR Web Section Staff**
Updated May 11, 2006

To use Macromedia Contribute, a connection "key" will be sent to you as an attachment through e-mail by the Web section staff. By double clicking the attachment, the connection "key" will generate your Contribute Web access connection. Please fill in the blanks similar to what is in the screen below. The password should have been given to you through e-mail or verbally from one of the Web section staff.
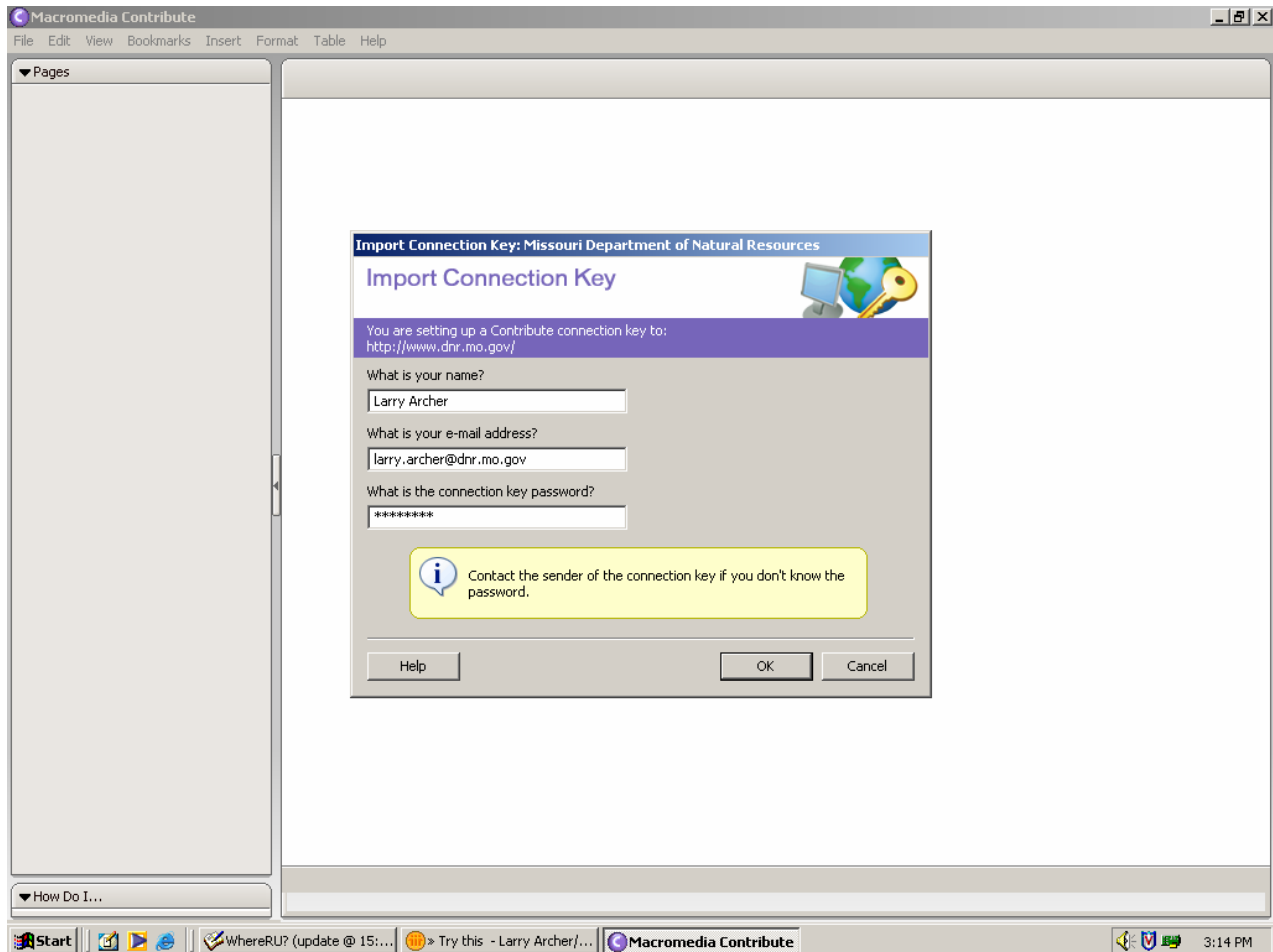
There are a few Web techniques that maintainers no longer have access to. They are creating and editing forms, creating and editing image maps and inserting a Server Side Include. An image map is a graphic with links/hot spots on it that load another page/file. To have these files edited or created contact Web section staff.

When you open Contribute you will see the following screen. The second large white space on the screen is where Web section staff will post updates or notices for all maintainers to read.
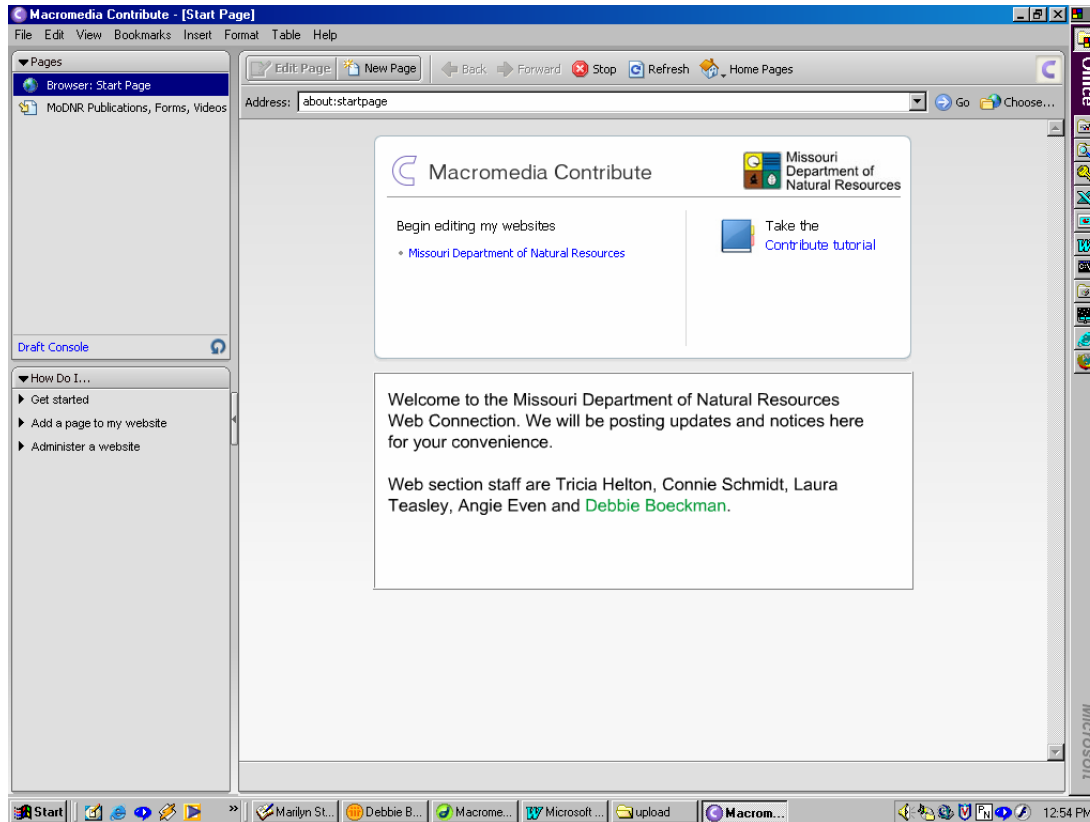

You can click on the department name in blue to begin browsing the department's Web site. By default your connection "key" will have configured Contribute to begin browsing your program or division Web area. You are browsing the live Web site.

While you are browsing the Web site within Contribute, if you click on a link that opens in a new window the new link/page will open in Internet Explorer instead of Contribute. If you want to edit the linked file you can copy the address bar from within Internet Explorer and go back into Contribute and paste the address in the Contribute address bar.

Once you are browsing the Web site you will see the screen below which is similar to what you see in Internet Explorer. Some of the options seen in the graphic below have been turned off for your convenience. You should, however, pay attention to the icons in the two rows above the department banner.
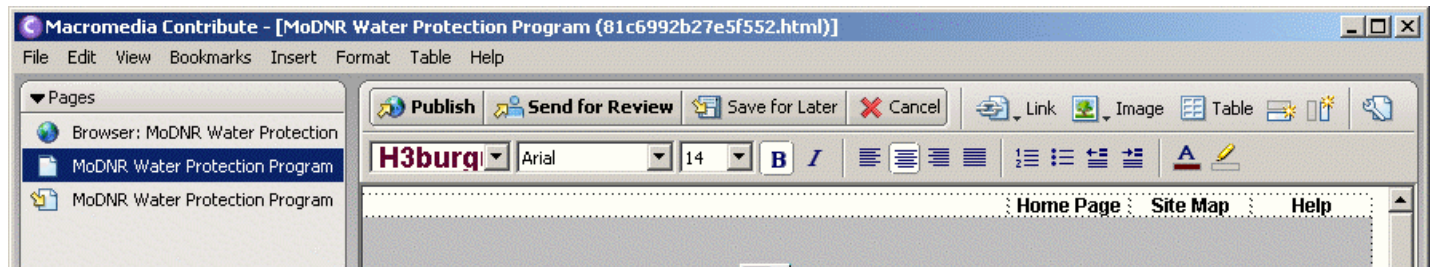

For individuals that are reviewers you will see the **Publish** icon as seen in the screen above.
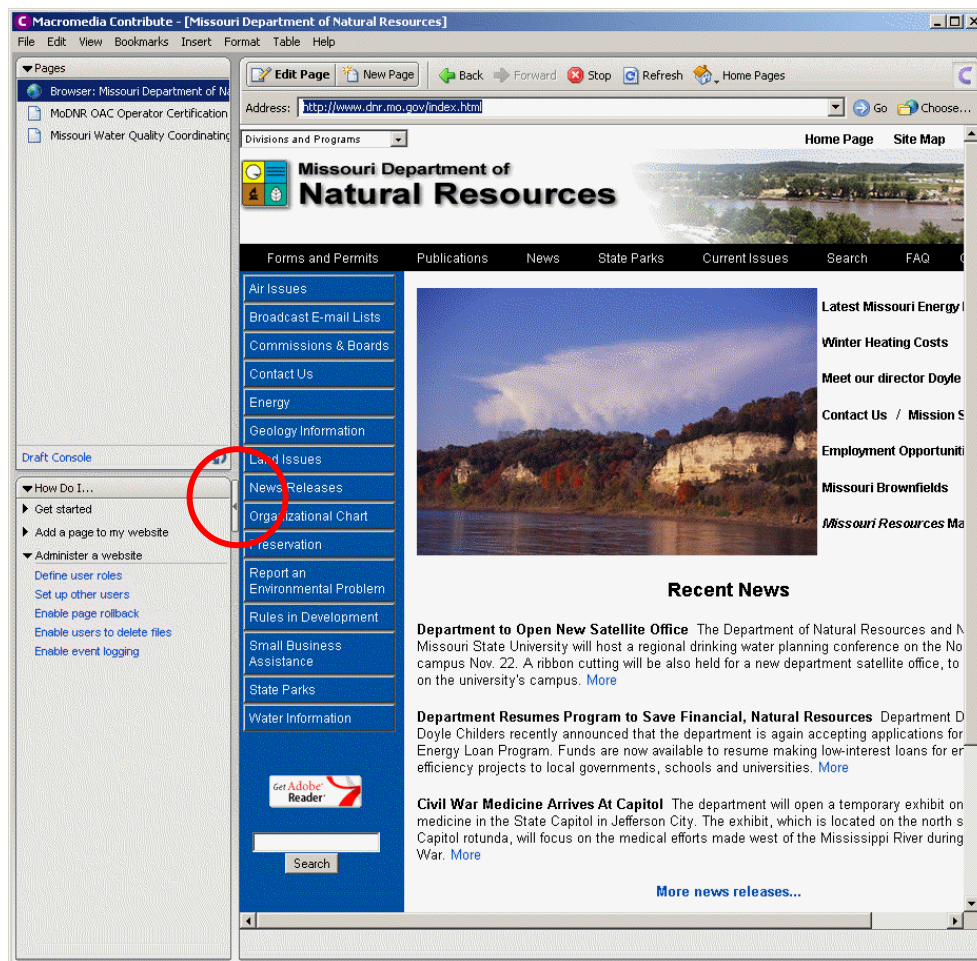
For individuals that are program maintainers, you will see the **Edit Page** icon instead. When you click to edit a page you are editing a draft generated within Contribute. This draft is not live on the Web site until it is **Published**.

From both of the screens above, you will notice in the top left corner there is a section called **Draft Console**, it is titled **Pages** in the top left corner. In this area you will see pages waiting for you to review or pages you have in draft waiting to be worked on. You can close the two gray "windows" that are the **Pages** and **How do I…** by clicking on the little left arrow in the middle of the screen between the gray "windows" and the Web page displayed in the above screen in the red circle.
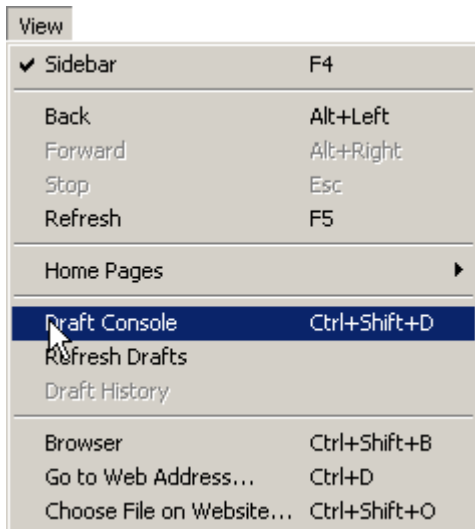
To view all files and status, select **View** then **Draft Console** from the Menu bar or click on the blue **Draft Console** at the bottom of the **Pages** area.

Select the draft you want to edit and by double-clicking you are in edit mode.
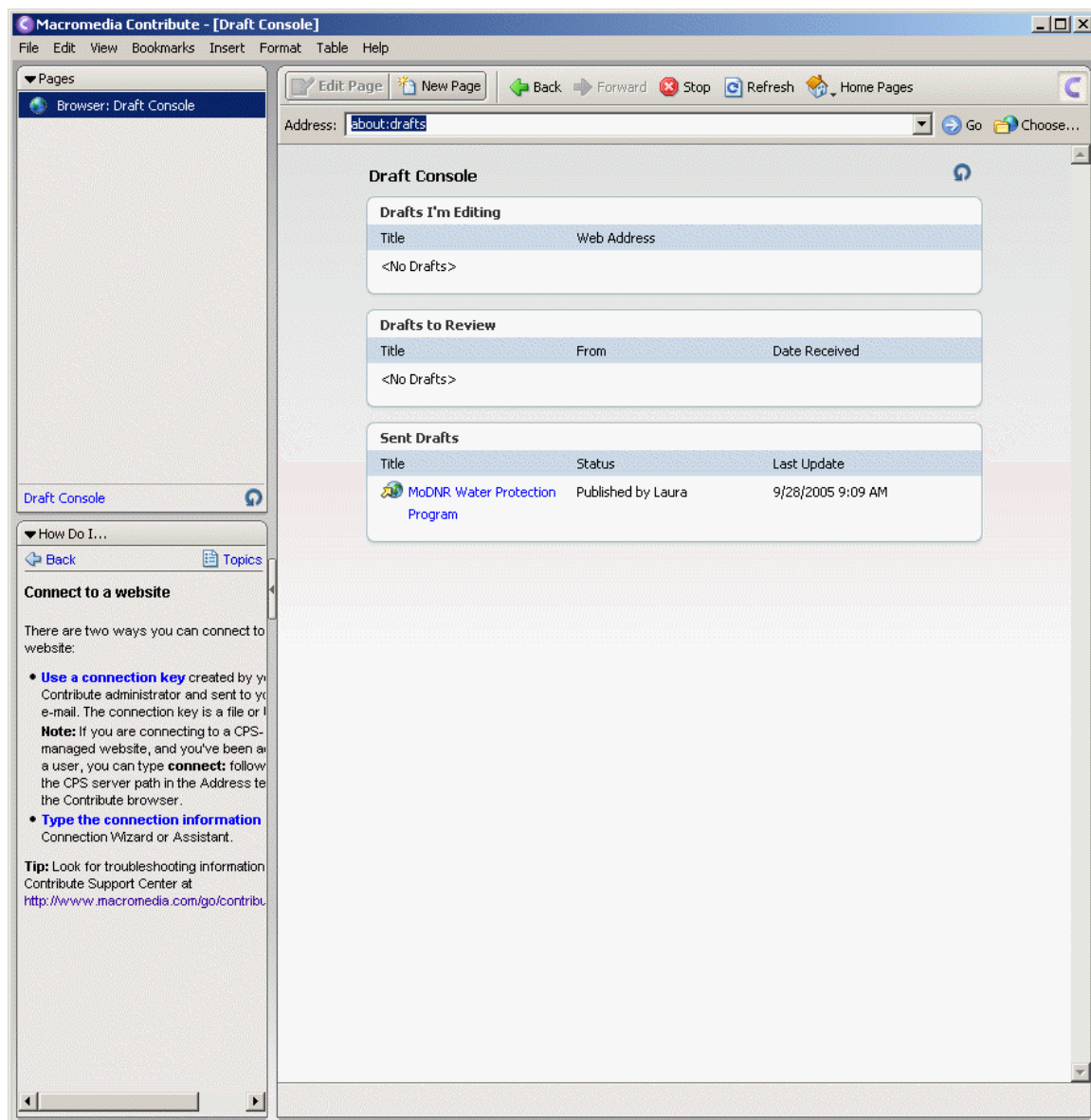
A writer or reviewer can copy and paste text from Microsoft Word. When doing so you used to have to run the Commands/Cleanup HTML but in Contribute the text and HTML code comes over clean without any of the old <font> or <div> tags.
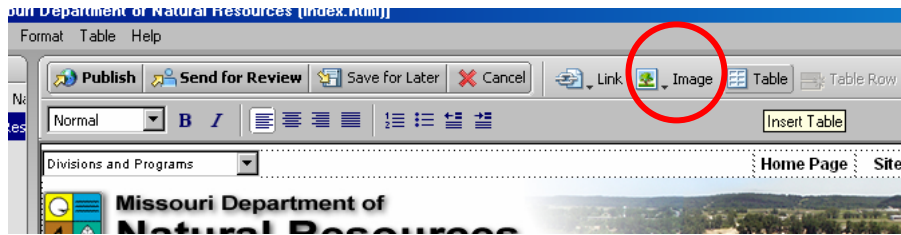

While in **Edit** you can insert icons, buttons or graphics from our **Shared Assets** in the /shared folder.

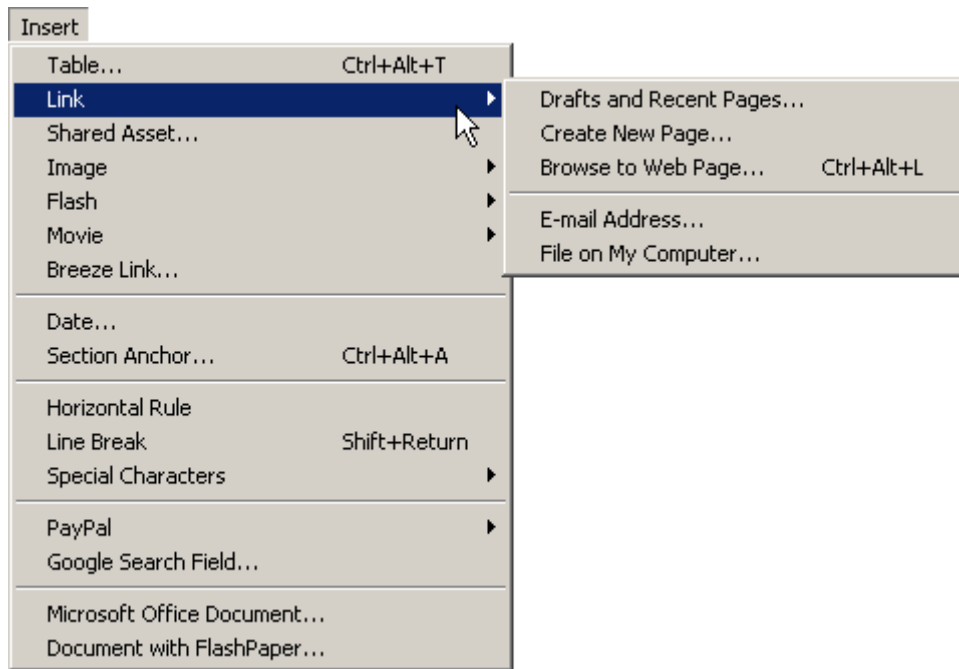Or you can use the **Image** icon towards the top of the Contribute Screen.
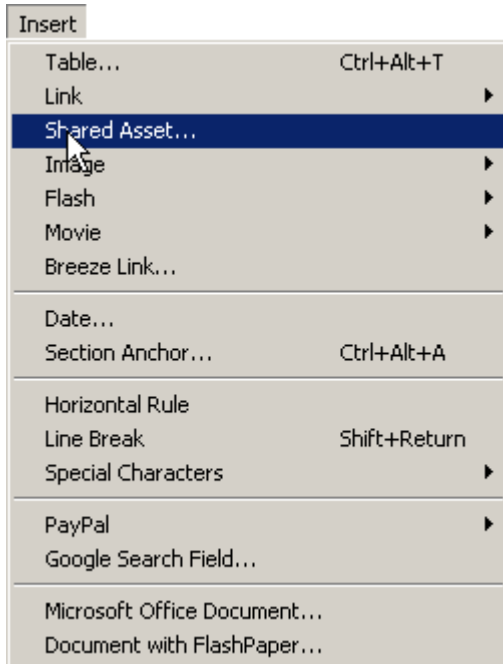
From the Menu bar select **Insert** then **Shared Assets** from the Menu bar, as show in the screen to the left.

While inserting the graphic/photo you will be prompted to type in the **Alternate Text**. This is an ADA accessibility standard that all state Web sites, we have to use Alternate Text so a screen reader will "read" the graphic to a visually impaired person.
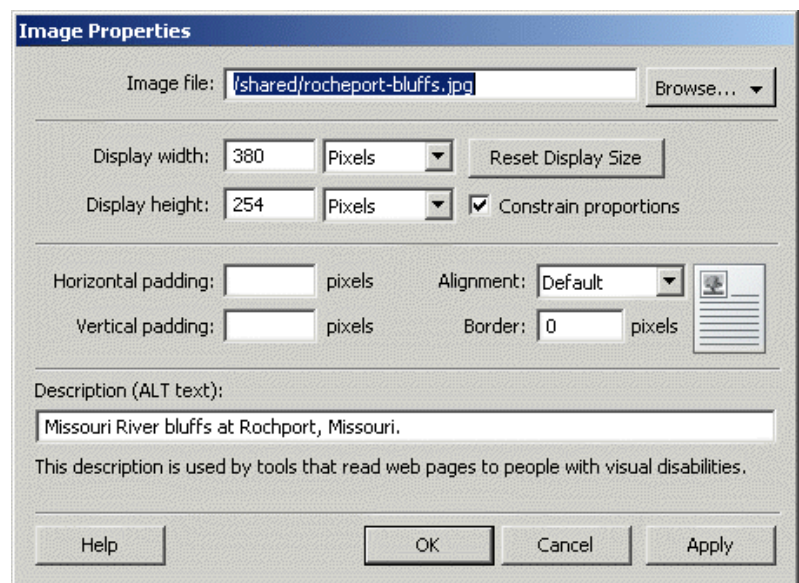

Once the graphic is inserted, you can hover your mouse over it and use the right-mouse click to bring up the **Image Properties** as shown above.

You can also insert a hyperlink. This is similar to Dreamweaver but with a few options. From the Menu bar select **Insert** then **Link,** then choose any of the three options show in the screen below. .


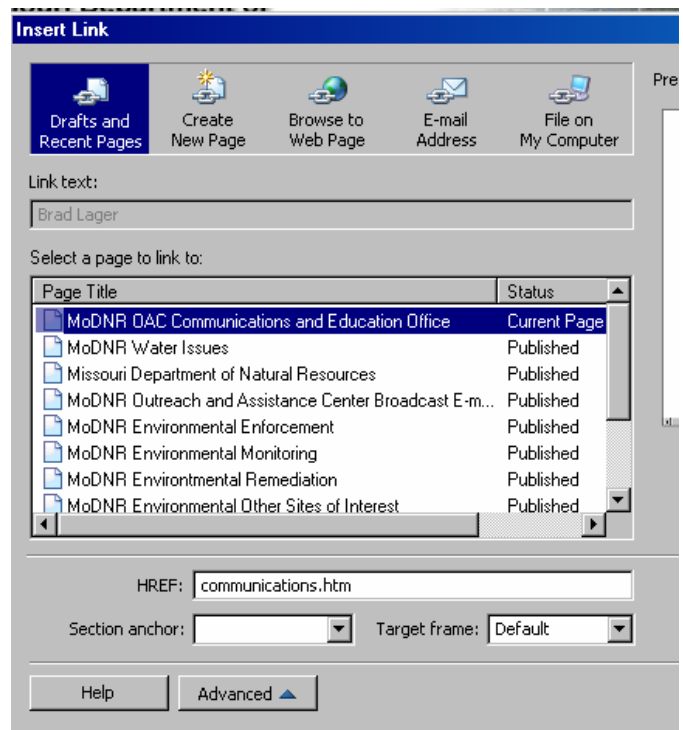Or you can use the **Link** icon towards the top of the Contribute Screen.
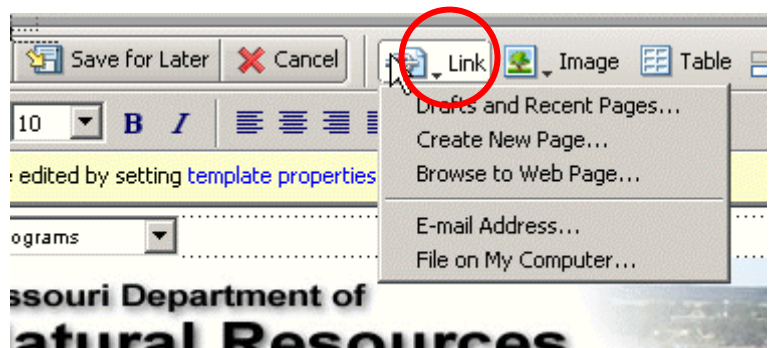
If you have updated a PDF, Word of Excel file that is already on the Web server, there is no need to follow the "**Link to File on My Computer**" option. Simply place the updated (already linked to file) into the UPLOAD drive **\\n-nr64f\noc-upload$**, under the appropriate folder. Next e-mail a Web section staff person to move the updated PDF, Word or Excel file to the Web server. You can also e-mail any updated PDF, Word or Excel file to a Web section staff person for uploading.

If you click **Insert** then **Link** you will see the screen below which shows the options **Draft and Recent Pages**, **Create New Page** (*not recommended*) and **Browse to Web Page**. The most reliable is **Browse to Web Page.**
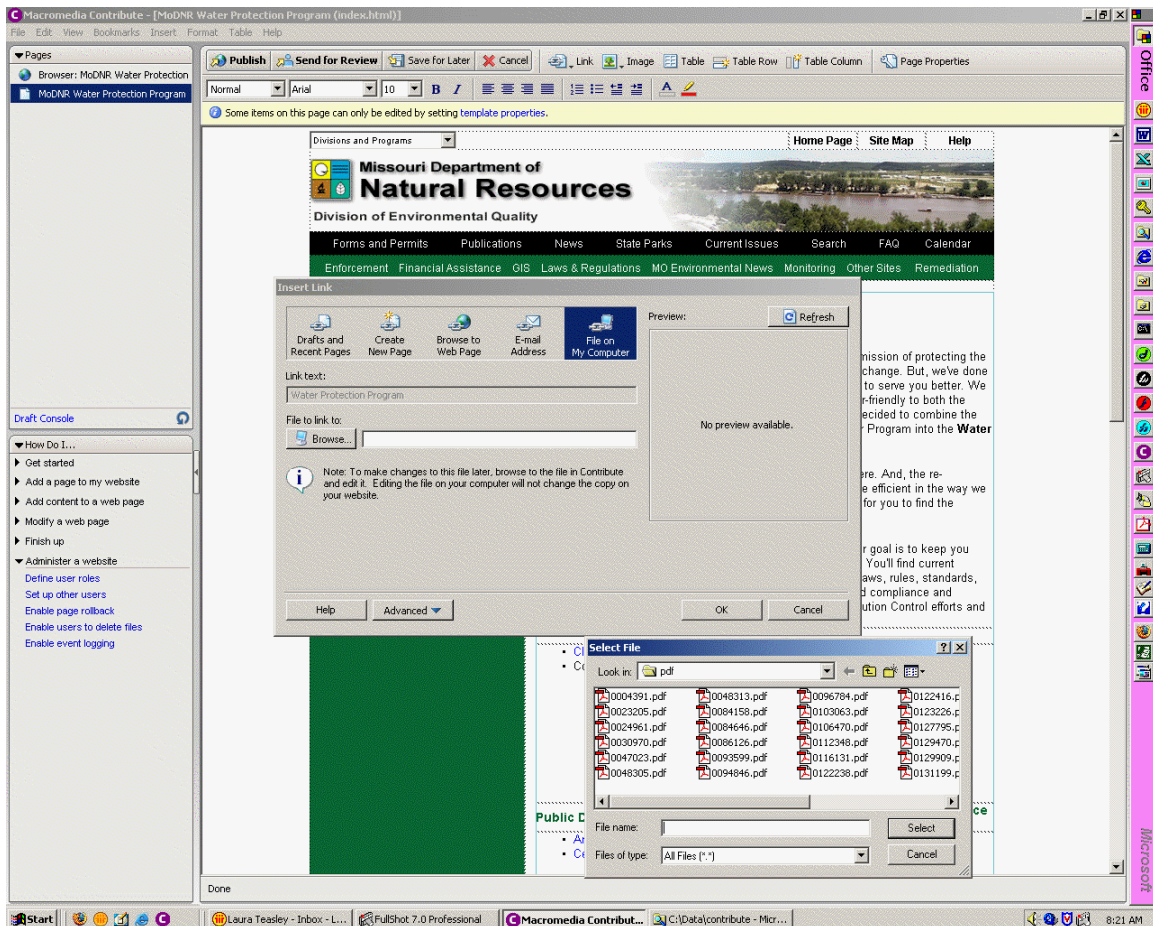

You can also insert a named anchor, otherwise known as a bookmark. Click **Insert** then **Section Anchor** and fill in the blank with a short word for the anchor. There shouldn't be any spaces in the anchor name.

To add a link to a **Section Anchor**, highlight what text you want linked then click **Insert** then **Link** then **Drafts and Recent Pages** and select the page that has the section anchor or **Browse** to the page on the Web. Once there, click the **Advanced** button at the bottom and a few more blanks appear. In the blank titled Section anchor: click the down arrow and the named anchors appear. Highlight the anchor wanted then click **OK**.
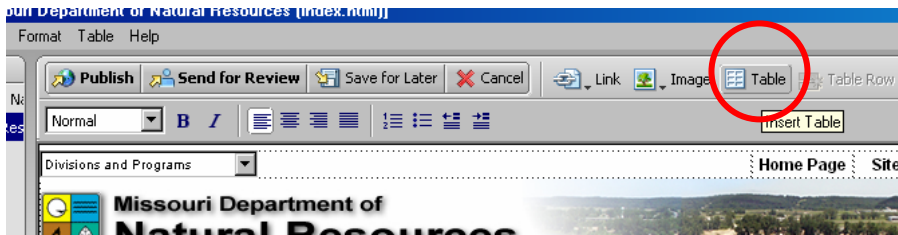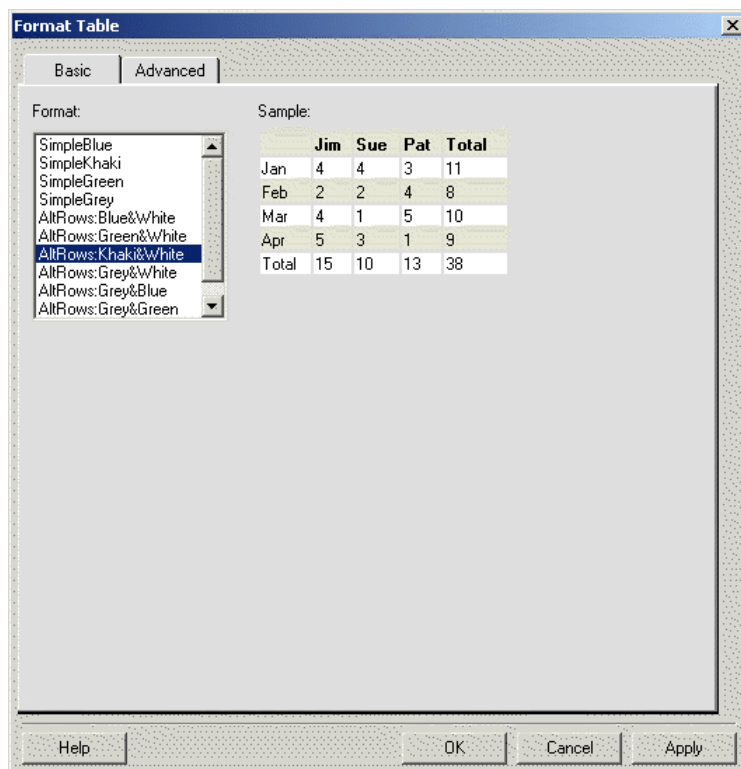
To insert tables, from the Menu bar select **Table** then **Insert** or click the **Table icon** towards the top of the screen as seen in the screen to the left.
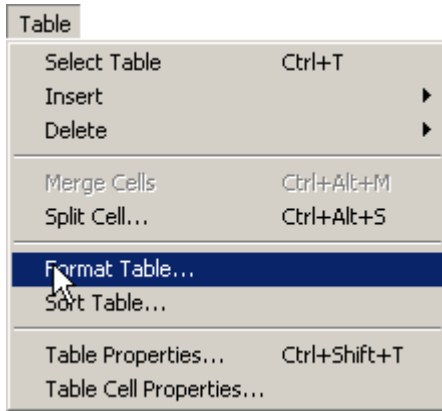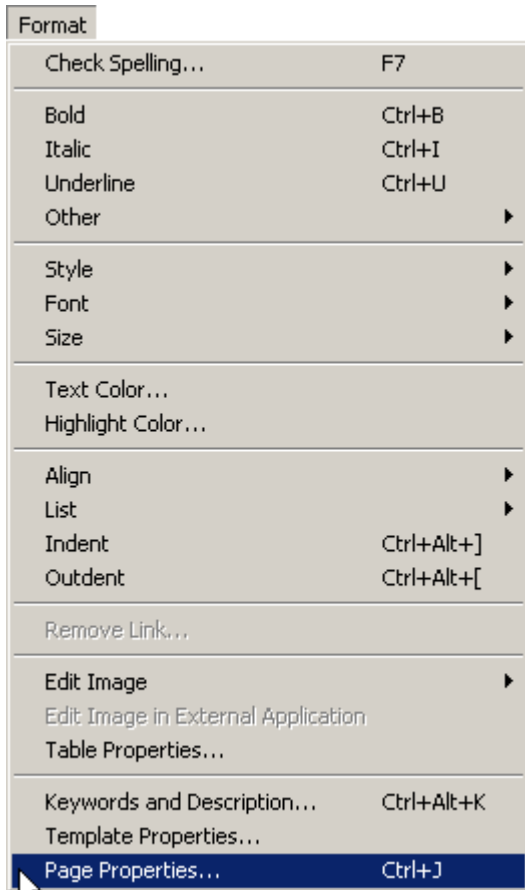
Once the table is inserted, or if you need to edit an existing table you can click in the table then click **Table** then **Format Table** or you can right-mouse click while hovering over the table.

Once in **Format Table** you see the screen below. You have numerous selections for color coding your table with our department color theme.
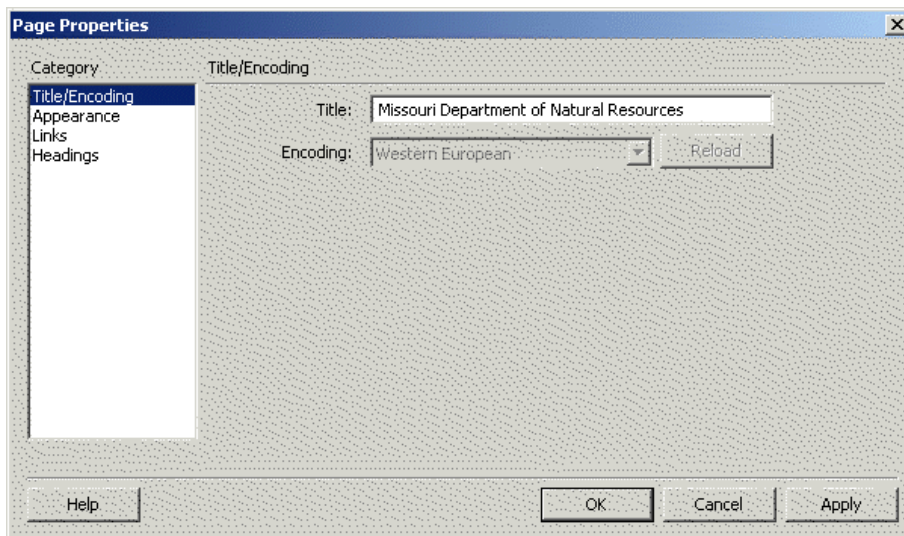
You can also perform a right-mouse click on text inside a table which will bring up options for inserting a column, row, or (what I prefer) **multiple column or rows**.

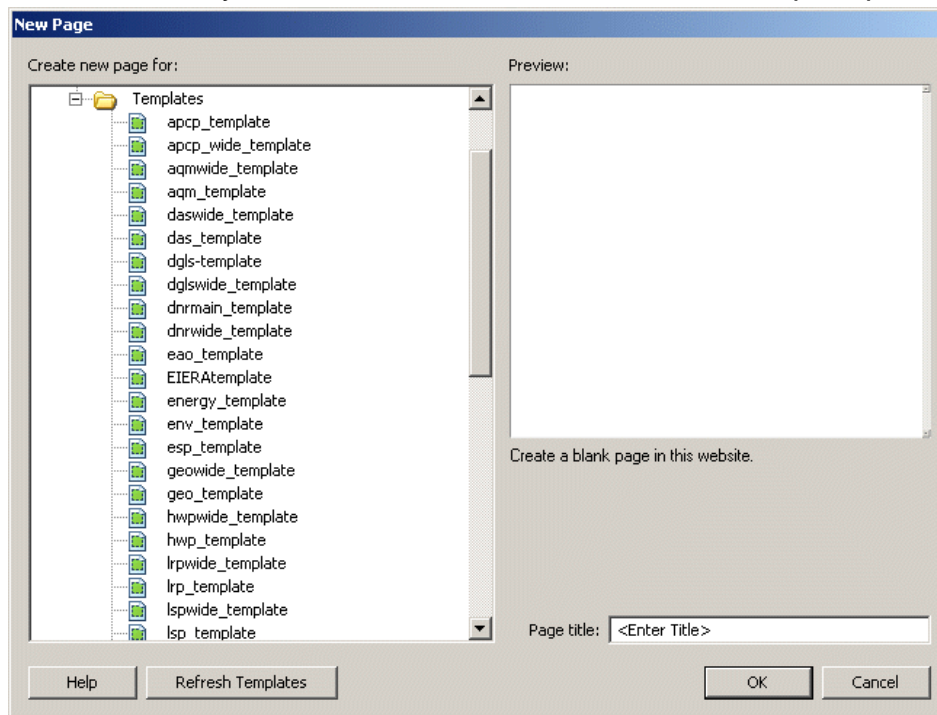| Format	
Check Spelling...	F7
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Other	▶
Style	▶
Font	▶
Size	▶
Text Color...	
Highlight Color...	
Align	▶
List	▶
Indent	Ctrl+Alt+]
Outdent	Ctrl+Alt+[
Remove Link...	
Edit Image	▶
Edit Image in External Application	
Table Properties...	
Keywords and Description...	Ctrl+Alt+K
Template Properties...	
Page Properties...	**Ctrl+J**

To change Page Title, select **Format** then **Page Properties** from the Menu bar.

To change the Meta Tag Keywords or Meta Tag Description, select **Format** then **Keywords and Description** from the Menu bar. If your Template has been set so this cannot be changed, please contact someone on the Web section staff so we can edit your Template.

Page Properties

Category   Title/Encoding

- Title/Encoding
- Appearance
- Links
- Headings

Title: | Missouri Department of Natural Resources

Encoding: | Western European ▾ | Reload

Help   OK   Cancel   Apply

Once in **Page Properties** you can/must edit the **Page Title** which should be similar to the heading on your HTML page. However, **all page titles must have MoDNR somewhere in the title**, preferably as the first part.

All maintainers can create new pages from a Dreamweaver Template. To create a new page, select **File** then **New Page** from the Menu bar. The Template allowed for your program or division use will display. Select the Template, fill in the **Page Title** then click **OK**. You won't be asked to give the new page a file name until after you click **Send for Review**. You will be prompted accordingly.


Displaying the Left Column for Navigation

Previously, when creating new pages you had a default and a wide template format, both options would display. A new feature was added that allows both layout formats to use one template and allow you to switch between layout formats. Only the default template is displayed for selection. When creating a new page the default template layout with navigation bar on the left side will display and a " template properties " banner will appear at the top of the page in light yellow that will allow you to choose to show the navleft or not. See the screen print below.
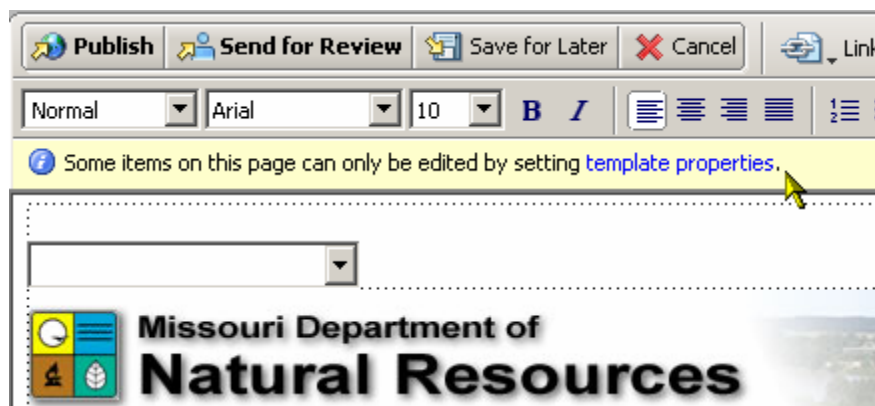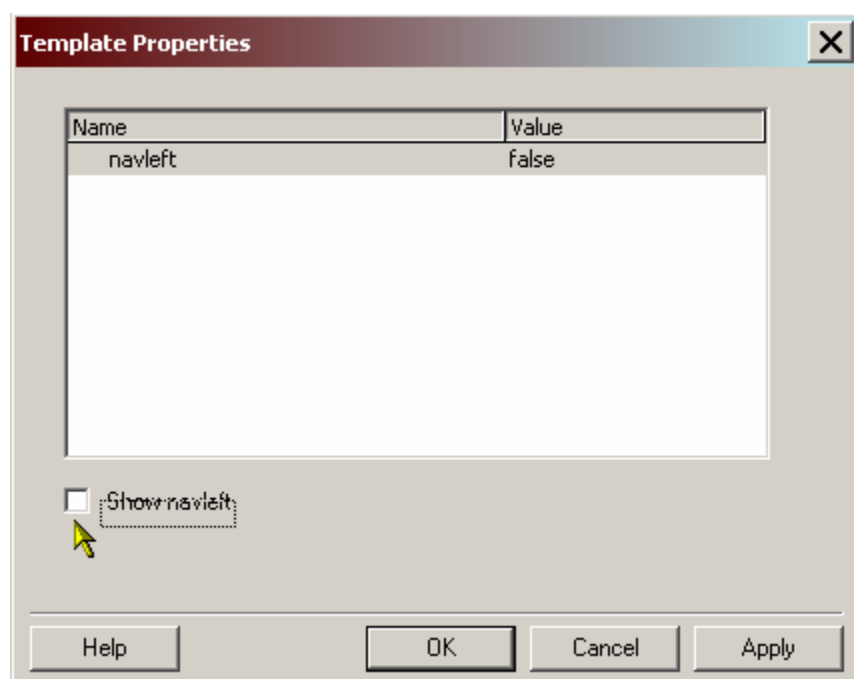

To use the default template layout, no action is necessary. Just add your information.
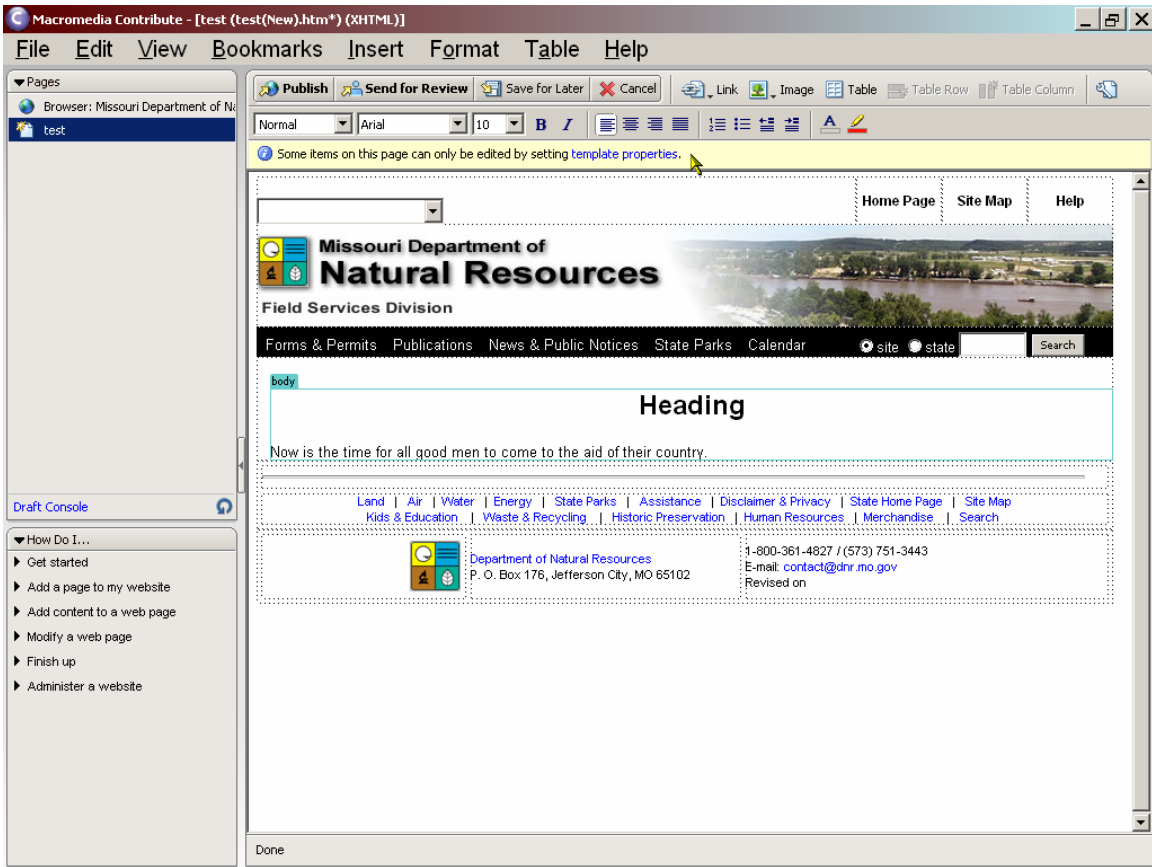
To set the page with wide display, select the template properties at the top of the page. You are given an option to show the navleft or not.
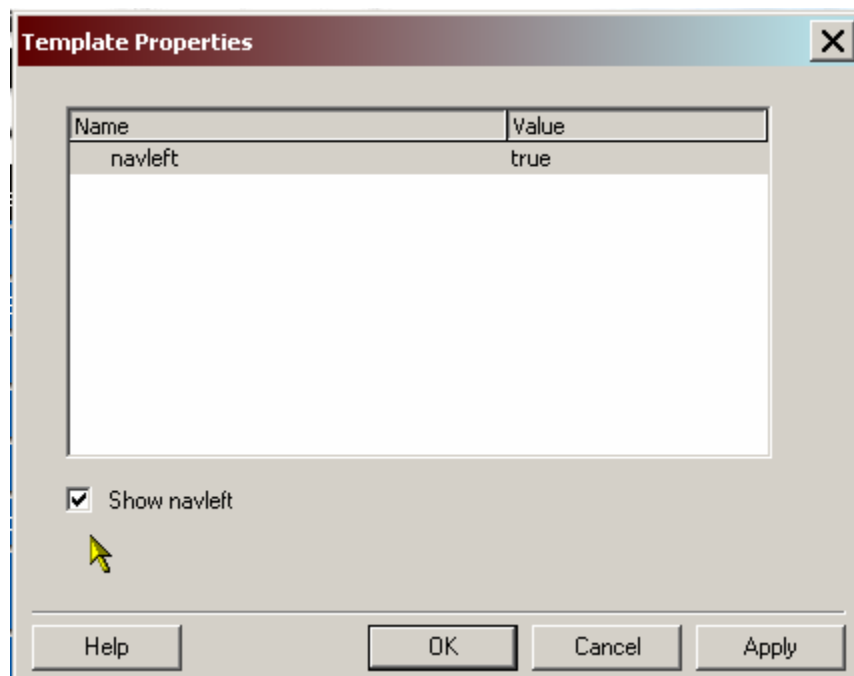
By default, the "Show navleft" box will be checked and the navigational column will appear on the left side of the page.


Uncheck the "Show navleft" box and click **OK** and the wide display format will be used.

All new pages created in Contribute will have the option to switch from the default to wide format and vice versa.

Text options can be changed by using the **Styles** provided by the Web section staff within the Cascading Style Sheet (css_maindnr.css). They are available by clicking on the down arrow in the second row of icons at the top of the page. You can see the styles from the screen below.
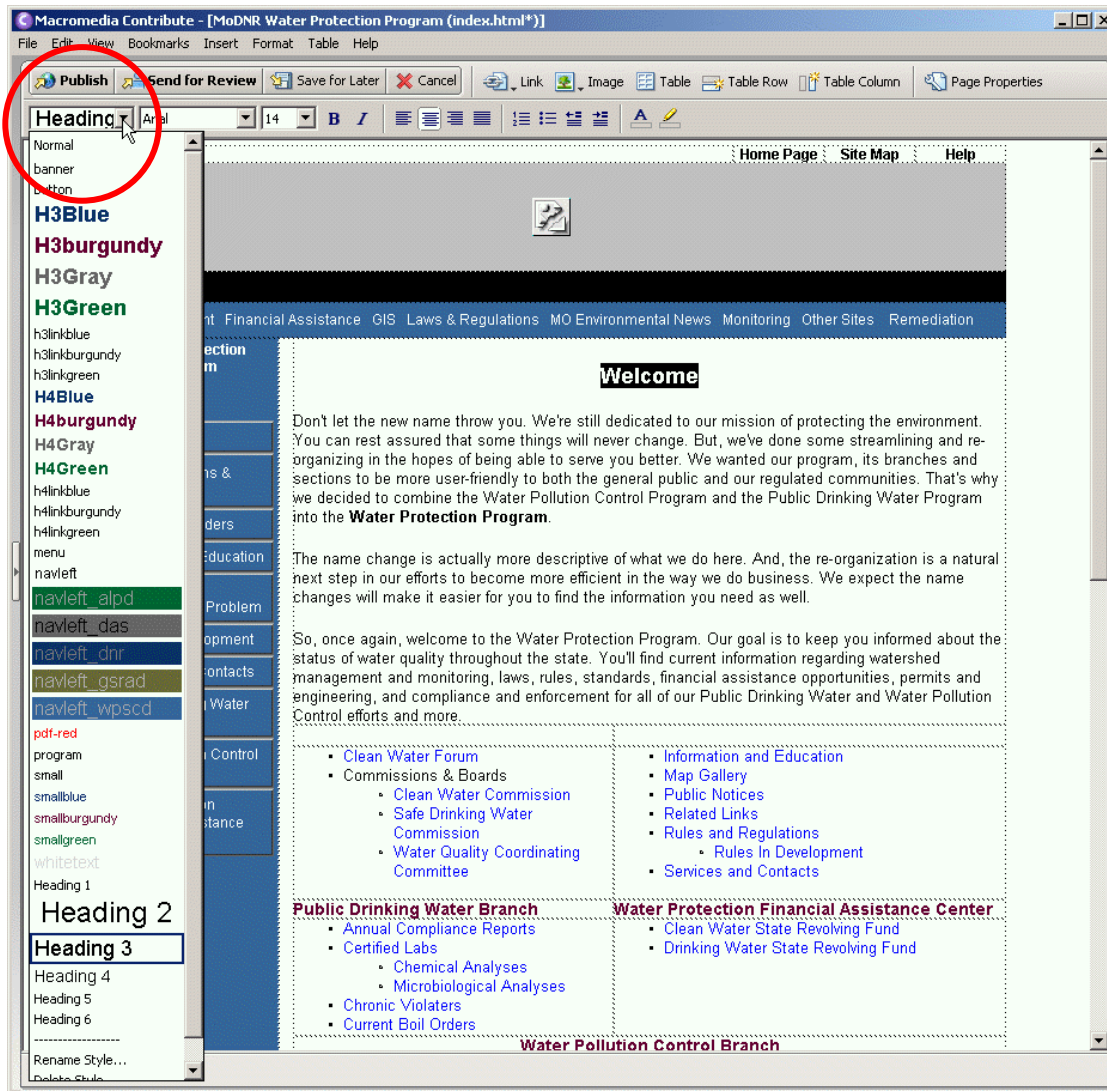

We have added two **Styles** to your choices. They are **photoleft** and **photoright**. After inserting a picture/graphic you can left or right align it then text will flow around it. To do that click on the photo then click **Format** then **Style** and select either photoleft or photoright from the list. This is new from what we used to do by inserting a table, aligning it then inserting the photo inside the table. This should help all maintainers.

Two useful tools in Contribute that were also available in Dreamweaver are **Insert – Special Characters** and **Format – Check Spelling**.

A standard for e-mail links in MoDNR Web pages is to encode the e-mail address to minimize SPAM to department staff. To encode an e-mail address go to **http://www.wbwip.com/wbw/emailencoder.html** and type in the address such as debbie.boeckman@dnr.mo.gov in the first blank then click encode. Now copy the code from this page and go back into Contribute and follow the steps to add the link by clicking on the **Link** icon then **E-mail Address** and in the **HREF** (second blank) type mailto: then paste the code. The first blank will fill in automatically.

Once a Web maintainer, who is a program or division Writer, is ready to publish your new or edited file, you send your Contribute file to your Division Information Officer for Review. Please fill in the description of what you changed to help with review. Also, you can click the Notify Recipients Through e-mail box to send an e-mail notification so your Reviewer is aware of documents needing review.
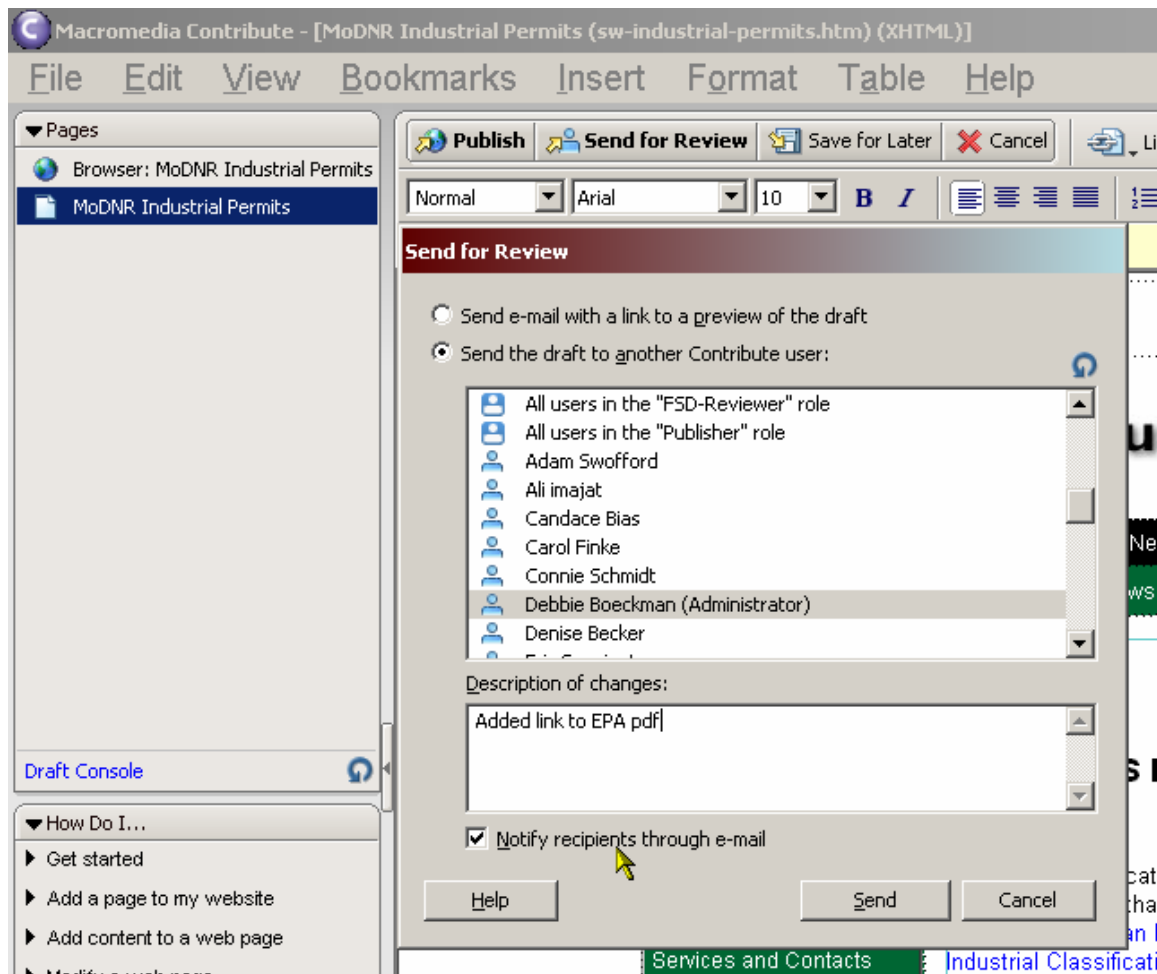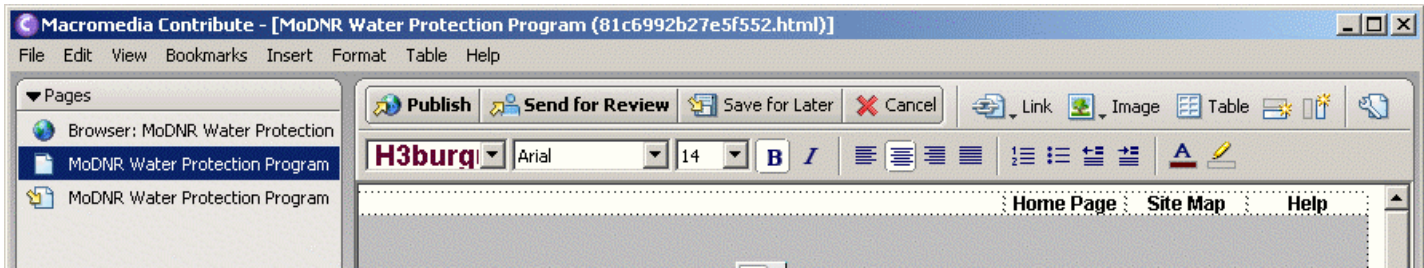

For publishers, there is also another option of sending a file for review to someone who does not have Contribute. Click on **Send for Review** then select **Send e-mail with a link to a preview of the draft**. For those that are writers and do not have publish access, you can perform a **Preview (F12)** of the draft file then highlight the URL in the Address bar and send that URL through e-mail to staff or stakeholders. Once the draft file has been published the preview-draft will be deleted automatically.

Feel free to call anyone of the Web section staff for assistance. They are Debbie Boeckman, Tricia Helton, Connie Schmidt, Paul Schelich and Laura Teasley.
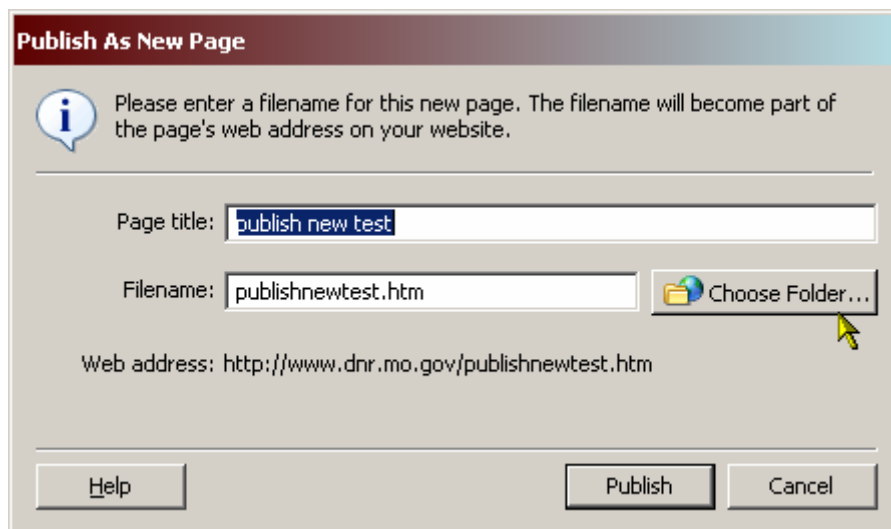
Publish as New Page

User receives document for review and publish. The directory or name of the draft document is not the directory or the name of the published document and will need to be changed
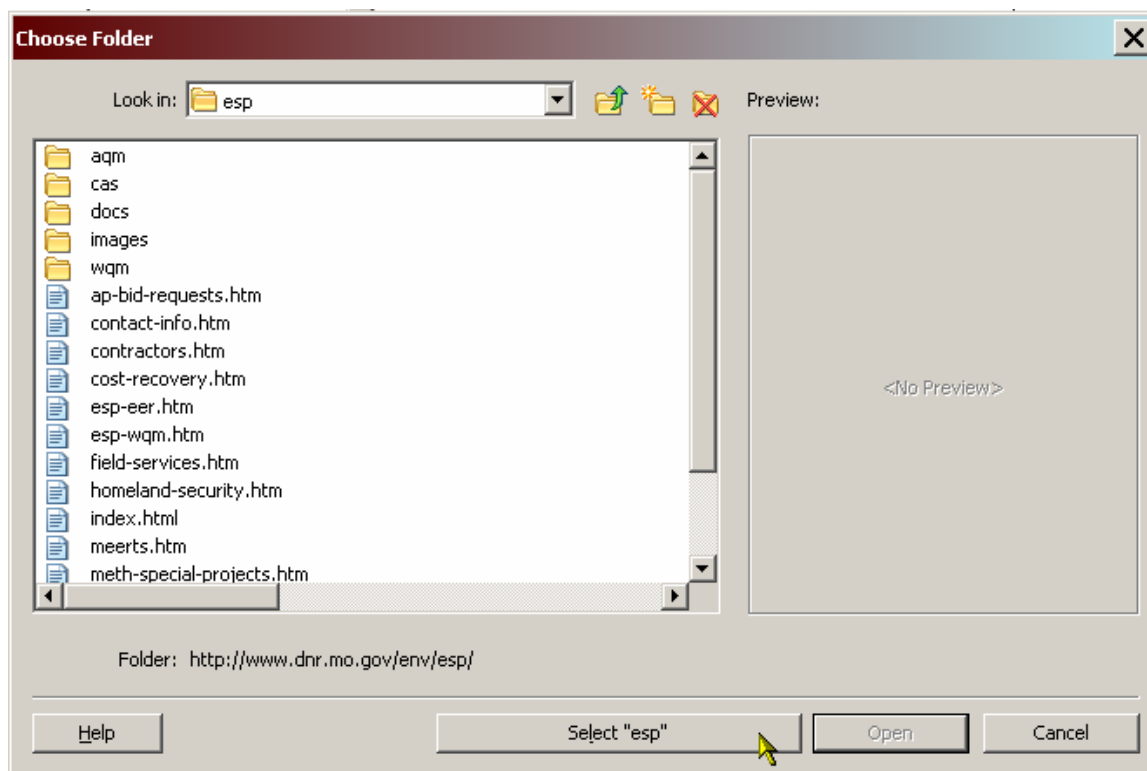
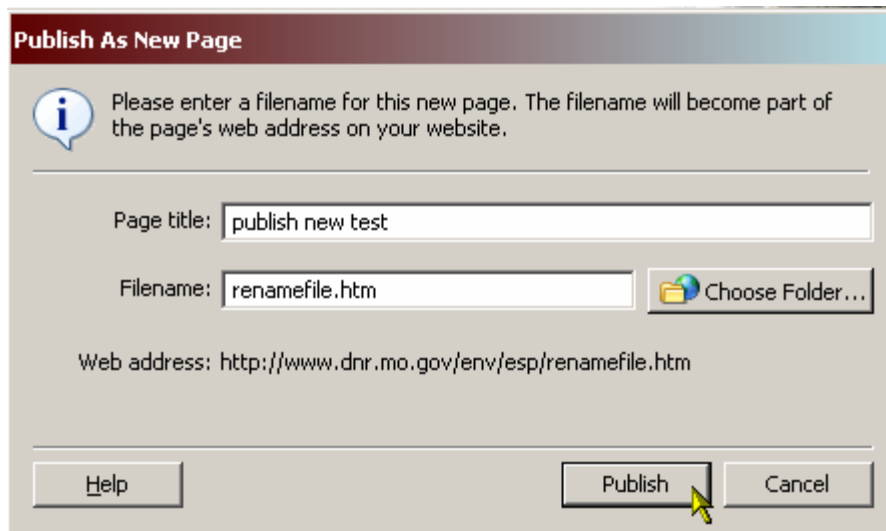Select the document and select **Edit Draft** from the menu.
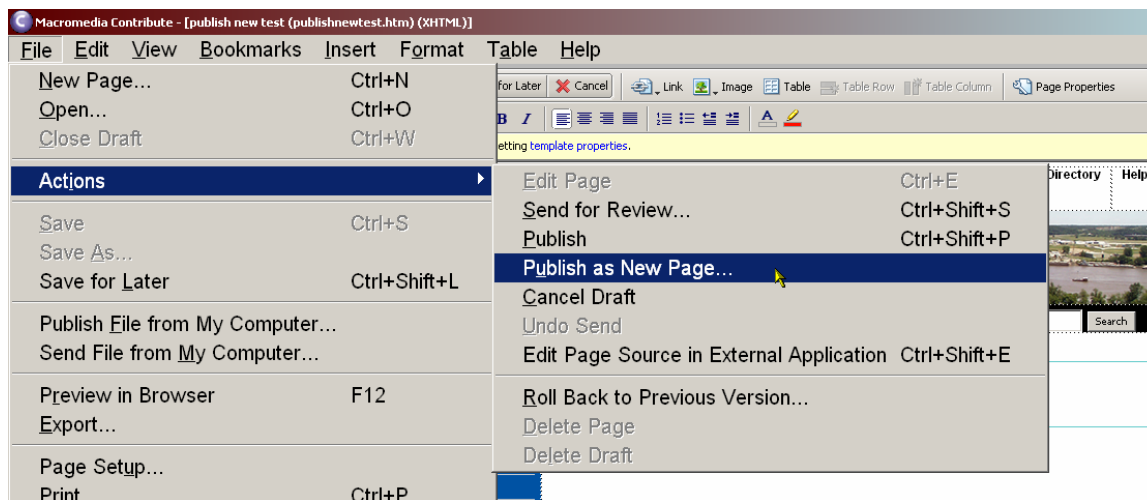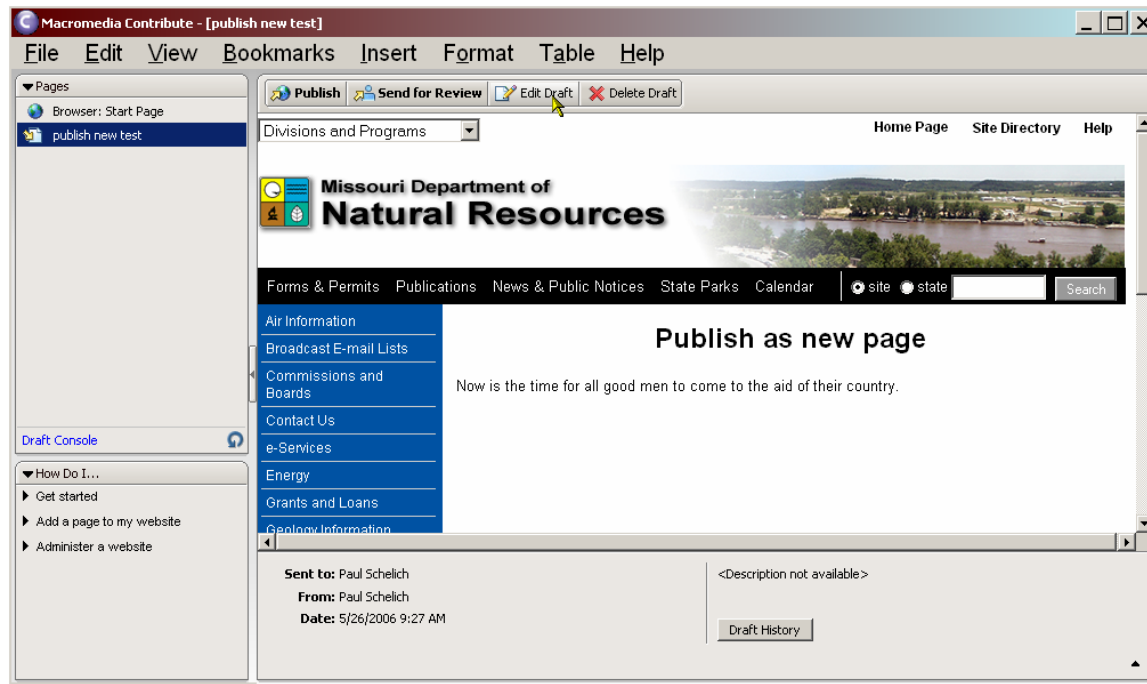
From the menu bar select File - Actions - Publish as New Page…
If the document is not in **Edit Page** mode, this selection will be grayed out.

Next select **Choose Folder…** to select folder to publish the document in.

Rename the file. We recommend short file names without spaces, periods or underscores. We prefer hyphens, such as new-file.htm. Once you have renamed the file select **Publish**.

Notes

Selecting **Publish** from the main screen will not allow selection of folder location or filename. It will publish the document as sent, with the folder and filename of the draft. The **Edit Draft** and **File - Actions - Publish as New Page… must** be used to have folder location and rename options.

If a file with the name already exists in the selected directory, the file will be overwritten.

If a file with the same name exists in a different folder and the new folder is selected, both files will be on the server in the different folders. Any links to the new file will need to be verified if a folder is changed. Saving files to different folder will not update links.

We have a list of department Web maintainers and their Web reviewers on our Intranet at http://intranet.dnr.state.mo.us/computers/web-maintainers.doc. We also have a list of DEQ Web content contacts on the Intranet at http://intranet.dnr.state.mo.us/alpd/webresources/program_contacts.htm.

For your convenience we are also including where DEQ has a list of their Web tips and tricks at http://intranet.dnr.state.mo.us/alpd/webresources/web_tips_tricks.htm.